**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**24th March 2022 at 3.30pm**

**At school**

MINUTES

Present: Co-opted Governor: Mrs Pam Abbott (PA)

Mr Howard Widdall (HW) (Chair)

Mrs Chris Gilkes (CG)

Head teacher: Mrs Rachel Ray (RR)

Local Authority Governor: Mrs Anne Conroy (AC)

Parent Governor: Mrs Vicky Pears (VP)

Mrs Hailey Barr (HB)

Staff Governor: Mrs Rosemary Laverack (RL)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies:

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Consideration of absences  No apologies had been received as all governors were present. |  |
| 3. | Confidentiality and Declaration of Interests  None to declare. |  |
| 4. | Minutes of the last meeting 3rd February 2022  The minutes of the meeting held on 03.02.2022 were agreed as an accurate record and will be signed by the Chair and will be filed at school as soon as possible. | HW |
| 5. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Minutes | Minutes from the last FGB to be signed by HW and filed in school | CT to email to RR. RR to print and HW to sign | | 2 | Safer recruitment training | PA to complete on educare | PA reported that she has started this training. | | 3 | Safeguarding report to governors | To be included on next FGB agenda | Actioned. | | 4 | SDP | RR to make agreed amendments and recirculate to governors | Actioned. | | 5 | Asset register | Confirm who holds this | Actioned. Sam Conroy holds this. | | 6 | Cloud / Sharepoint access for governors | CW and RR to meet and discuss options | The plan is to have this implemented by the start of the next academic year. | | 7 | Link Visit report | PA to complete report and circulate to governors | Actioned. | | 8 | Single Equality scheme Action Plan | RR to update with agreed amendments and circulate to governors | Actioned. | | 9 | New Governance SLA | CT to source copy of new SLA and forward to RR & HW | Actioned.  CT to contact governor support re: access to modern governor and digital toolkit.  Governors agreed to sign up to the new SLA.  CT advised governors if they have any further questions to contact Governor Support. | | CT, RR, HW  CT |
| 6. | Headteacher report  Circulated prior to the meeting. RR highlighted the following points to governors and invited any questions:  Admissions  Numbers have dropped slightly but are expecting 2 new pupils to start after Easter. 13 in current reception class and keen to retain numbers.  Attendance  Attendance is down a little bit but governors noted that this is still comparing well with the national average. RR added that Sam and herself have reviewed attendance and sent out letters to 7 children with persistent absence and this monitoring will continue.  CPD  Still doing work with the Ryedale pod with a focus on the curriculum.  RR and RL had visited Norton College recently which they had found interesting and useful.  Staffing  RL has announced her retirement from the end of the academic year. On the behalf of governors, HW thanked RL for all her work as a teacher and a member of the governing board. RR re iterated this and how missed RL will be by the school community. RR explained that she will be informing parents before the Easter holidays. Do have a strong staff team and hope to use existing staff to fill the vacancy.  RR has undertaken performance management meetings with support staff which were very positive and future targets have been set.  Interim performance management meetings are taking place in the next few weeks with teaching staff.  RR Headteacher interim performance management meeting is taking place in April.  Monitoring  RR stated that currently monitoring is much more effective by undertaking learning walks and this is the plan moving forward. RL felt from a teacher’s perspective that this was a less stressful approach. RR added that it is also a good way of getting to talk to the children.  Moderation has re started with teachers from other schools.  *Is this way of monitoring satisfactory for Ofsted?*  RR stated that this is how Ofsted undertake an inspection as well as the School Adviser visits from NYCC.  *Was there any feedback from the moderation of writing event?*  RL reported that she was happy and work is in line with other schools.  *Are these benchmarking exercises?*  Yes. It gives the opportunity for other teachers to look and check that they agree with our judgement.  Maintenance and Health and Safety  Following the recent health and safety inspection any key actions are already being addressed.  Road safety  Peter Wilson and Wayne Thickett from NYCC visited school at drop off time last week. Advised to have the markings redone outside school.  It was agreed that parking will continue to be monitored. AC asked about the possibility of a footpath. RR reported that she had mentioned this to the individual project managing the potential extension. Continue to encourage safety and vigilance with families.  *HW asked about the investigation into the drains?*  RR stated that it couldn’t be completed fully. RR said that it is clearer. The drainage works are due to be completed in the summer.  RR explained the use of klicka software. NYCC are currently giving schools a 1-year licence. A training session will be undertaken for staff.  Louise Wilson – visit report – focussed on safeguarding  Governors reviewed the actions detailed in the report:  -RR explained what an invacuation is.  -RR explained that Louise recommended investing in CPOMS which is an online safeguarding reporting tool. CPOMS due to visit in September with a view to purchase and have in place for the next academic year.  -A discussion took place regarding a School Central Record check undertaken by NYCC.  AC suggested having a mock ofsted visit. RR felt that Louise’s visits are very thorough and give clear actions etc. HW agreed that for staff wellbeing a mock ofsted visit is not a positive idea at the moment. |  |
| 7. | Safeguarding report to governors  RR reported that Louise had commented on how good the report to governors is and is a very good example of good practice. PA thanked RR and AC for all the work put into the report which had received a massive format change.  The following comments/questions were raised:  *1b – Designated safeguarding lead and deputy training – HW asked if training is due to be undertaken again* and RR confirmed that this is due, and will be completed.  *HW asked about a replacement for RL as Deputy Safeguarding lead*.  RR explained that a member of staff has been approached. RR needs to check that she is able to as she is an ECT. There are also 2 other options if this is not possible.  AC reported that she had attended an EYFS visit recently where EYFS safeguarding was discussed. Following this a checklist has been produced to monitor safeguarding.  Children with health needs who cannot attend school – AC to check if review is required.  Governors agreed that Safeguarding would become a standing agenda item.  Governors approved the safeguarding report. | RR  AC  CT |
| 8. | Reports from Committees  Finance and Resources – Policies were agreed by the committee as follows:  -Scale of Charges  -Pupil Attendance  SFVS was finalised and submitted  Draft start budget was reviewed and approved as it stands currently.  Link Visits undertaken:  CW – curriculum and maths  VP - pupil attitude and behaviour and personal development  AC – English  PA – Safeguarding |  |
| 9. | Strategy  Confidential minute. |  |
| 10. | Governor Training – to identify need and report on attendance   * CW and HW attended succession planning training * VP completed educare training- Pupil wellbeing, parental responsibility in school * RR and VP have parent forum in school tomorrow. Feedback will be shared with families. |  |
| 11. | Any Other Business  AC reported that 2 parents have approached her recently to comment on the how impressed they are with the French teaching in school. |  |
| 12. | Dates of FGB meetings for the year:  Thurs 19th May 2022 16.00  Tues 19th July 2022 15.00 (incl. School Performance) |  |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 24.03.2022 | Minutes | Minutes from the last 3 FGB meetings to be forwarded to RR who will print off and HW will sign. They will then be filed in school | CT,RR,HW |
| 2 | 24.03.2022 | New Governance SLA | CT to contact governor support re: access to modern governor and digital toolkit. | CT |
| 3 | 24.03.2022 | Deputy Safeguarding Lead | RR to check if ECT teacher can undertake role | RR |
| 4 | 24.03.2022 | Safeguarding report to governors | Children with health needs who cannot attend school – AC to check if review is required. | AC |
| 5 | 24.03.2022 | Safeguarding agenda item | Safeguarding to be standing agenda item | CT |
| 6 | 24.03.2022 | Staff Governor election information | CT to forward RR Staff Governor election information | CT |
| 7 | 24.03.2022 | Federation document | AC to circulate benefits of federating document | AC |
| 8 | 24.03.2022 | Strategy | To be added to next FGB agenda to cover remaining points | CT |